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9 August 1957

All Divisions

Ch/G/RR

Area Orientation Program - A Proposal

1. The Area Staff Meeting on 6 August 1957 considered the question of inter-divisional relationships as they bear on our accomplishment of effective geographic intelligence. It was determined at this meeting that a more active program of familiarizing personnel with the work and staff of other divisions is necessary to offset the divisive forces of large size, physical separation, and multiplying functions in the Area.

2. Basically, each Branch Chief has the responsibility for insuring that he and his personnel are properly oriented, and that they perform their tasks with proper reference to the functions, needs, programs, and capabilities of other divisions. The establishment of a specific Area program concerned with inter-divisional relations should not diminish the responsibility of these line supervisors. Rather, it should provide them with other tools by which to implement it.

3. In response to discussions at the referenced meeting, I propose that a basic program of orientation briefings, to be presented on a quarterly basis, be put into operation within the Geographic Research Area. Specifically, I propose the following:

a. The orientation briefings commence this coming October, and be rescheduled every third month thereafter--i.e., January, April, and July. To avoid conflicts, the first, second, third, and fourth weeks in the month could be set aside for use by D/GG, D/GC, D/GI and D/GP, respectively.

b. The briefings should in general be presented for Geographic Area personnel only. However, personnel of other components of the Agency may be invited to attend at the Division Chief's discretion.

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c. In content, the briefings should cover the Division organization, facilities, program, and characteristic procedures, in appropriate detail. Associated with this presentation, which will be directed primarily at new personnel or others whose assignments have changed, there should be scheduled from quarter to quarter a separate briefing to familiarize older personnel with significant developments in the Division that may bear on their work.

d. Since part of the intent of the program is to get people to know each other personally, Branch Chiefs (or Section Chief, as appropriate) should participate in the briefings by their Division.

e. Each Division will notify the rest of the Area in advance of the date and time it plans to present its briefing. In the event that no response is received, the briefing for that quarter may be cancelled.

f. In addition to such a basic program, it is expected that each Division will renew its attention to the stimulation of personnel to maintain habitual day-to-day contacts with personnel of other divisions. Particular thought should be given to improved means of assessing and regulating the effectiveness of this effort at the branch level.

g. Comments on the above proposals are requested for discussion at the next Area Staff Meeting.

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